

**Rozet Ranchettes Improvement & Service District  
Regular Meeting  
Minutes**

**Tuesday, September 10, 2019, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Tom Dietz, Zeke Zebroski  
BOARD MEMBERS NOT PRESENT: Troy Hipsag  
OTHERS PRESENT: Helenanne Cathey, Levi Jensen (City of Gillette)

President Zeke Zebroski called the meeting to order at 4:30 p.m.

- I. City of Gillette / Regional Water Connection / Easement** – Levi Jensen from the City of Gillette came to the meeting and explained the proposed easements for the regional connection and the location of the City’s building. The City’s building will go to the west side of the fenced in area. The City is pushing to get this connection done as soon as possible. Tom Dietz moved to authorize Zeke Zebroski to sign the easements and paperwork as needed for the City when it is ready. Zeke Zebroski seconded. Motion carried unanimously.
- II. Minutes** – Zeke Zebroski moved to approve the minutes for the July 9, 2019, budget hearing and regular meeting as written. Tom Dietz seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Zeke Zebroski moved to accept the Treasurer’s report and pay bills as presented. Tom Dietz seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$39,804.19
Deposits (through 07/31/19):	\$1,510.00	
QuickBooks / Balance 07/31/19:	\$41,314.19	Bank: \$41,314.19
Bills paid in August:		
AUTO Powder River Energy	Electricity 6/30-7/31/19	\$304.54
1555 Cathey Consulting	Inv. 5063 – Aug. books/postage	\$425.50
1556 Energy Laboratories	Inv. 246184 – Testing	\$27.00
1557 Hawkins, Inc.	Inv. 4547874 – Chlorine \$10.00	\$340.00
	Inv. 4551114 – Chlorine \$330.00	
1558 Water Guy, LLC	2019-621 – July water oper.	\$565.50
TOTAL BILLS:		\$1,662.54
Deposits (August, 2019):	\$2,357.00	
QuickBooks Balance 08/31/19:	\$42,008.65	Bank: \$42,574.15*
*Checks outstanding: Ck# 1558 Water Guy		\$565.50
Adjusted Bank Balance	\$42,008.65	
Deposits (through 9/10/19):	\$1,341.00	
QuickBooks Balance Prior to Meeting:		\$43,349.65
Bills paid at Meeting:		
Ck#	Payee	Purpose
		Amount
AUTO	Powder River Energy	Electricity 7/31/19-9/1/19
1559	Cathey Consulting	Inv. 5106 – Aug. books/postage \$429.35
		Inv. 5114 – Cert. letter \$6.85
1560	Energy Laboratories	Inv. 259134 – Testing
1561	Hawkins, Inc.	Inv. 4566665 – Chlorine
1562	Water Guy, LLC	Inv. 2019-705 – Aug. water op./meters
TOTAL BILLS:		\$ 1,457.52
<b>Balance End of Meeting:</b>		<b>\$41,892.13</b>

**Receivables** – Past due accounts were reviewed.

- IV. Water System Update / Water Meter Readings** – The water system information was reviewed.

**V. Unfinished Business**

- a. Road work for fall – The Board will drive the roads and determine the spots that need rock including the area by the mailboxes. Zeke Zebroski and Helenanne Cathey will work on the grant application. Zeke Zebroski moved to proceed with the grant application from the County and do the road work as soon as the grant is approved. Tom Dietz seconded. Motion carried unanimously.
- b. Speed limit signs from the County – Tom Dietz will get signs from the County.

**VI. New Business**

- a. Privacy Trees around property at 17 Gold Buckle – An e-mail was received regarding a landowner's plans to plant trees and also for some painting. Tom Dietz talked to the landowner. He reported that there were no issues with their plans. The covenants were reviewed and discussed, and their plans fell within the covenants.
- b. A form was completed for Liberty Mutual Insurance. There have been no changes to report to the insurance company.
- c. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/19 to be submitted to the State along with the Proof of Cash completed by Helenanne Cathey.
- d. Director election (March 17, 2020 – Zebroski – 4 year term) – The following legal ad will run in the Gillette News-Record on November 20, 2019.

NOTICE OF DIRECTOR ELECTION  
ROZET RANCHETTES IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 17, 2010, an election shall be held for the purpose of electing one Director to serve a four (4) year term on the Board of Directors for the Rozet Ranchettes Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the elected official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 17, 2020, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 3290, Gillette, WY 82717) or with Helenanne Cathey (685-8235 or [hcathey@collinscom.net](mailto:hcathey@collinscom.net)) between December 18, 2019, and January 7, 2020. The application is available from the office of Cathey Consulting (307-685-8235) or online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Troy Hipsag, Secretary/Treasurer / Filing Officer  
Rozet Ranchettes Improvement & Service District

- e. The Board called Duaine Faucett during the meeting to see if a letter needs to be sent to the EPA regarding the fluoride issue to notify them that the District is working on the regional connection in order to blend water to reduce the fluoride level. Duaine Faucett advised he has notified the EPA of this.
- f. Tom Dietz moved to authorize Helenanne Cathey to order more checks for the District. Zeke Zebroski seconded. Motion carried unanimously.

Zeke Zebroski moved to adjourn the meeting. Tom Dietz seconded. The meeting adjourned at 5:15 p.m.

**NOTES / REMINDERS:**

Animal Control can be contacted by calling 686-5249 or call the Sheriff's Office at 682-7271. A reminder that the covenants state the following:

Livestock and pets (dogs and cats) will be permitted, provided they are kept under control in an area that is adequately fenced and the premises are kept in a clean and sanitary condition.

Tom Dietz is the board member contact for road maintenance. He will handle contacting the County for blading and plowing the roads. Tom's phone number is 687-7563.

Please be sure to spray or mow the weeds on your property. You can call Campbell County Weed and Pest at 682-4369 to find out more about sprays for specific weeds.

Please remember that any new construction needs to be approved by the Board.

**Building:** If you are planning on building, plans MUST be submitted to the Board prior to any building per the District's covenants. To protect homeowners and the District, a copy of the plans should be submitted for the District's files. Please remember that covenants are enforced!

**The next regular meeting will be Tuesday, November 12, 2019, 4:30 p.m. (Regular Meeting)**

Meetings are held at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (City Hall Mall / K2 Technologies Building) – entrance is on 4<sup>th</sup> Street across from Arrow Printing.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Zeke Zebroski, President Date

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Thomas (Tom) Dietz, Vice President Date

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Troy Hipsag, Secretary/Treasurer Date